

Tool and Equipment Inventory

Get every tool you own onto one register with its serial number, so a theft, a fire or a claim starts from a list instead of from memory.

Every tool and machine you own on one register — make, model, serial number, what it cost and where it is kept. This is the sheet you need after a break-in, and the one you will be asked for when you claim.

SERIAL NUMBERS, AND A COPY KEPT OFF SITE

A serial number is the only thing that makes a stolen tool identifiably yours. Photograph each rating plate as you work round the shop, and keep a filled-in copy of this sheet somewhere other than the building it describes.

Owner / business

Premises

Date compiled

Compiled by

Sheet no.

Copy kept where

INVENTORY one line per item — number them and mark the numbers on the tools

Item	Make & model	Serial no.	Bought	Cost	Kept where	Condition
tool or machine		or asset no.	dd/mm/yy			